

EFASC Transition Communications Plan of Action and Milestones
(Includes Activities Inter-Related to STARS Deployment)
Updated: July 8, 2004

Action	Target Completion Date	Responsible	Status	Comment
Conduct EFASC Functional Transition and Field Liaison Conference Calls	04/06/04	Olson	Complete	
Conduct EFASC Functional Transition and Field Liaison Conference Calls	05/20/04	Olson	Complete	
Conduct EFASC Functional Transition and Field Liaison Conference Calls	06/15/04	Olson	Complete	
Provide status of standing up EFASC to CFO and Field CFOs	06/29/04	Olson/ Transition Team Leads	Complete	
Issue Temporary Moratorium on Contract Transfers to Headquarters Elements and Field CFOs	06/30/04	Signed by K. McSlarrow	Complete	
Obtain information from Bank of America (BOA) to expand the grace period for paying travel charge card bills during the transition to STARS (Oct-Nov timeframe)	07/07/04	Ross	Complete	
Conduct EFASC Functional Transition and Field Liaison Conference Calls	07/13/04	Olson		
Develop FAQ's for posting on website	7/13/04 – 10/31/04	Transition Teams		
Conduct All-Hands Meeting for existing ME-12 and ME-14 organizations to present update on ME-10 reorganization and stand-up of EFASC	07/15/04	Olson		
Issue memorandum to budget offices to finalize recasts	07/15/04	Loyd?		
Present action memo to the Deputy Secretary through Campbell outlining the recommended Special Payment Processing Procedures in support of STARS implementation	07/23/04	Sherman/ Olson		
Develop procedure or policy changes regarding expanding the grace period for paying BOA travel charge card bills which will be issued to DOE managers and employees	07/23/04	Ross		
Issue instructions to budget/program offices on how to complete requisitions/obligating documents to accommodate new inter-entity transaction procedures	07/23/04	Field CFOs		
Identify procedure or policy changes that impact stakeholders (employees, unions, program offices, PMAs, OIG, FOI Office, etc.)	07/23/04	Transition Teams		
Launch OFO and EFASC web sites	07/24/04	Loyd		

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Conduct EFASC Functional Transition and Field Liaison Conference Calls	07/27/04	Olson		
Develop procedure or policy changes that may impact DOE employees and submit to ME-521 (Davidow/Dowell) and ME-532 (Vincent/Benner) for review and to set up coordination with Labor Council as appropriate	07/30/04	MillerWL		
Approve recommended Special Payment Processing Procedures to support STARS deployment	07/30/04	Campbell/ Sherman to coordinate		
Meet with STARS Project Management to assess stakeholder impact so that any changes can be consolidated with the changes identified by EFASC Transition Teams	07/30/04	Olson/Loyd/ MillerWL/ Transition Team Leads		
Conduct EFASC Functional Transition and Field Liaison Conference Calls	08/10/04	Olson		
Post EFASC Transition Plans on website and notify Field CFOs	08/17/04	TBD		
Conduct All-Hands Meeting for existing ME-12 and ME-14 organizations to present update on ME-10 reorganization and stand-up of EFASC	08/18/04 (tentative)	Olson		
Brief Labor Council on transition to STARS and EFASC	08/24/04	TBD		
Conduct EFASC Functional Transition and Field Liaison Conference Calls	08/24/04	Olson		
Develop and publish consolidated functional directory for EFASC services (include telephone numbers, e-mail addresses, fax numbers, websites, helpdesks, FAQs, etc.)	09/01/04 - 09/24/04	Transition Teams/ MillerWL will consolidate		
Conduct EFASC Functional Transition and Field Liaison Conference Calls	09/07/04	Olson		
Conduct All-Hands Meeting for existing ME-12 and ME-14 organizations to present update on ME-10 reorganization and stand-up of EFASC	09/14/04 (tentative)	Olson		
Conduct EFASC Functional Transition and Field Liaison Conference Calls	09/21/04	Olson		
Conduct EFASC Functional Transition and Field Liaison Conference Calls	10/04/04	Olson		
Conduct EFASC Functional Transition and Field Liaison Conference Calls	10/19/04	Olson		
Advise stakeholders of STARS/IDW reports when October data is available	11/08/04 – 11/12/04	Loyd		
Advise stakeholders of STARS/IDW reports when November data is available	12/06/04 – 12/10/04	Loyd		
Conduct quarterly EFASC All Hands Meeting	10/20/04 (tentative)	Olson		
Conduct quarterly EFASC All Hands	01/19/05	Olson		

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Meeting				
Conduct quarterly EFASC All Hands Meeting	04/20/05	Olson		
Conduct quarterly EFASC All Hands Meeting	07/20/05	Olson		
Issue notification/instructions to Procurement offices regarding Special Payment Procedures during Sep-Nov timeframe	TBD	TBD		
Issue notification to vendors regarding Special Payment Procedures during Sep-Nov timeframe to include modification to remittance advice notices	TBD	TBD		
Issue notification (DOECAS and post on website) regarding Special Payment Procedures for employee reimbursements during Sep-Nov timeframe	TBD (dependent upon DepSec approval and union I&I)	TBD		
Issue notification (DOECAS and post on website) regarding other procedure or policy changes resulting from EFASC/STARS implementation impacting stakeholders (before, during, and after transition)	TBD (based on changes identified by Transition Teams)	TBD		
Set up STARS training for non-CFO employees	TBD	TBD		
Communicate with respective budget/program offices regarding the limited use of DISCAS in October – Notify HQ program DISCAS users when/if their access to DISCAS will be terminated?	TBD – dependent on outcome of Special Payment Procedures	TBD		
Develop/execute MOU between EFASC and Field CFOs	TBD	Olson		
Issue functional process flows/procedures to Field CFOs	TBD	Transition Teams		
Establish STARS Helpdesks	TBD	Lynch		
Issue memo to record holders of procedures to be followed to store, transfer, and/or archive official records	TBD	Olson		
Establish Help Line to assist stakeholders through the transition to EFASC	TBD	TBD		
Advise stakeholders of STARS/IDW reports when October data is available	TBD	Loyd		
Develop and communicate contingency plans for operating in DISCAS if STARS deployment is delayed	TBD	TBD		
Brief OIG on status of EFASC implementation and STARS deployment	TBD	Sherman/Olson		